

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 20-8**

1 FEBRUARY 1999

Logistics

ICBM MAINTENANCE DATA (WING)

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This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of maintenance data. It applies to the 576 FLTS and all ICBM units with a maintenance data function.

SUMMARY OF REVISIONS

This checklist has been revised to convert AFSPCSIG 90-2114 into correct format, realign critical items and update references as a result of AFSPCI 21-102 rescission and AFSPCI 21-11401 implementation.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. A pound sign (#) identifies Air Force common-core criteria (CCC) inspection areas listed in AFI 90-201. CCC items are also critical to the mission. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's Maintenance Data function. See Attachment 1.

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Director of Logistics

Attachment 1

ICBM MAINTENANCE DATA (WING)

Table A1.1. Checklist.

MISSION STATEMENT (UNIT): Provide single point management for automated data systems, maintenance documentation, and maintenance analysis. <i>Note:</i> All references are from AFSPCI 21-11401 unless otherwise specified.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. # Are procedures established for managing, operating, and maintaining automated data systems used within the maintenance complex, IAW AFI 33-112? (Paras 1.7.7, 2.3.6.1, 2.3.6.11, and 2.3.6.13)			
1.1.2. Are users trained and qualified on use of automated data systems? (Para 2.3.6.5)			
1.1.3. Is accurate information and correction of errors ensured in IMMP/Configuration, Failure and Repair (CFAR) database? (Para 2.3.6.7)			
1.1.4. Is serial controlled item location/inventory established in IMMP for asterisked items in the work unit code manuals? (Para 2.3.6.8)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Are documentation requirements limited to those essential for maintenance management efficiency? (Para 1.1.5.1)			
1.2.2. Are procedures established to automate routine documentation tasks? (Para 2.3.6.2)			
1.2.3. Are procedures established to ensure required data products are available to users? (Para 2.3.6.3)			
1.2.4. Are correct Improved Maintenance Management Program (IMMP) documentation procedures followed? (Para 2.3.6.6)			
1.2.5. Are weapon system performance and logistics indicators interpreted, analyzed and studied? (Para 2.3.6.9)			
1.2.6. Is maintenance dispatch data analyzed and findings coordinated with appropriate staff agencies? (Para 2.3.6.10)			
1.2.7. Do IMMP operations receive the highest priority support to resolve identified problems? (Para 2.3.6.12)			
1.2.8. Is the software change request process effectively managed? (Para 2.3.6.14)			
1.2.9. Is a program established for assigning and controlling master identification numbers? (Para 2.3.6.15)			